

E-Procurement User Mapping in Colleague

Each community college user created in NC E-Procurement Service is assigned a unique login name. In order for the user to create eRequisitions in E-Procurement that are successfully processed by Colleague, the user's E-Procurement login name must be mapped to the '**NCEP User ID**' field in the corresponding user's Colleague Staff and Volunteer Maintenance (SVM) record. This mapping process was completed for each user during the E-Procurement Community College Implementation; however, any new users added to the NC E-Procurement Service will need to be mapped according to this process.

1.0 Locate the E-Procurement Login Name



1. Select the '**eForm**' link from the Shortcut Menu on the E-Procurement homepage.

Create Request Using Company eForm

eForms are provided by your company. Select or search for a form to use to create your request. [How To](#)

Search

Name	Description
AddressMaintenance	
PasswordChange	
UserMaintenance	

2. Select the **'UserMaintenance'** link.

1 Title

US82A33: Untitled UserMaintenance

[Complete Form](#)

[Summary](#)

1 Add Title

UserMaintenance

Enter a title.

[How To](#)

Title:

Select Maintenance Mode:

No Choice
Add
Update
Delete

[Next >](#)

3. **Title** – It is not necessary to enter a title, as this request will not be submitted.
4. **Select Maintenance Mode** – Select the appropriate type of user maintenance to perform. To locate the login name, select **'update.'**
5. Click **'Next.'**

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1 Add Title UserMaintenance

Enter a title. [How To](#)

Please complete the missing or invalid information indicated below.

Title:

Select Maintenance Mode:

Entity:

User: **Value must be set.**

Locate the user's name in the dropdown box or by selecting 'Other...' to conduct a search for the user.

6. Locate the user's name in the 'User' dropdown box. If the user's name does not appear in the dropdown box, select 'Other...' to search for the user.
7. Click 'Next.'

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2 Complete Form UserMaintenance

Provide the requested information. [How To](#)

Complete Form - UserMaintenance

Entity:

Login Name:

Name:

Email Address:

Management Level:

Supervisor:

Ship To:

Bill To:

User Group:

Roles:

8. Locate the user's E-Procurement Login Name next to the 'Login Name' field. Make note of this value to enter into the user's Colleague SVM record.

Note: This value can also be noted during the user setup process.

2.0 Enter the E-Procurement Login Name in Colleague

Once located, the user's E-Procurement Login Name will be entered in the user's SVM record in Colleague. Log into Colleague and locate the user's SVM record. **Note:** All users may not have access to SVM records. Please check with your system administrator to obtain the correct permissions to access these records.

SVM-Staff and Volunteers

Smith, Mike ID: 0002644

Staff Code

Operator ID

Staff Type

Staff Status

Office Codes

Locations

Staff Info

NCEP User ID

E-mail

Privacy Access

Address Security Overrides

Comments

Controller Office Codes No Values

1. Enter the E-Procurement Login Name into the NCEP User ID field.
2. Save the changes and exit the user's SVM record.

Note: This process will need to be completed for each new E-Procurement user's Colleague SVM record.